



General Secretariat of the Organization of American States

Application and Agreement for the use of the GS/OAS Resources and Facilities for Events at Headquarters.

Form 582

SECTION I: Application for Events

All authorized organizer wishing to host a event at the OAS facilities must submit this application to the GS/OAS for approval.

This application does not guarantee use of the space. GS/OAS will review the application and may, in its discretion, approve or disapprove the application.

1. REQUESTING ORGANIZATION INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Contact: _____

Title: _____

Phone: _____ Fax: _____

Cell: _____ E-mail: _____

Co- Sponsoring Permanent Mission to the OAS _____

Insurance company _____

Budgetary account number (For Internal Events to the GS/OAS Only) _____

2. EVENT INFORMATION

Nature of the event

Reception Cultural Events Meeting

Other: _____

Is this a Fund-raising Event? YES NO

Purpose of the Event _____

Will food be served? _____ Will alcohol be served? _____

Name of the event: _____

Event Date: _____

Event Starting Time: _____ Event Ending Time _____

Estimated Maximum Attendance: _____

Specify Method of Invitation: _____

How will security be able to identify guest upon their arrival? (i.e. name badges) _____

3. CATERER INFORMATION

Name: _____

Contact Name & Phone _____

Insurance Company _____

4. REQUESTED FACILITY AND EQUIPMENT INFORMATION

4.1 Facilities

MNB

- Hall of the Americas
- Patio Azteca
- Aztec Garden
- Gallery of Heroes
- Marcus Garvey Hall
- "C" Street Parking Lot

- Other: _____

GSB

- Rubén Darío (890)
- Room 804
- Padilha Vidal
- Gabriel Amistral
- TL 76 (Multimedia Room)

- Other: _____

Museum

- Logia
- Terrace

- Other: _____

La Casa del Soldado

- Conference Room
- Ball Room

- Other: _____

4.2 Setup

4.2.1 - Room Set-up for conferences and meetings: :U-shaped Theater Classroom Team style

Other: _____

4.2.2 - Room Set-up for receptions at the Hall of the Americas: Standing Auditorium Seating

- Tables Round, 5' diameter (30 available) _____
- Tables Round, 6' diameter (24 available) _____
- Tables Rectangular 3" X 6" (25 available) _____
- Tables Rectangular 4" X 8" (10 available) _____
- Stage extension up to 40" X 12" _____

4.3 Equipment and Other Services and Facilities

EQUIPMENT

- Lumens Projector
- LCD Screen 42" - 52"
- Projection Screen
- Table Microphones (up to 48)
- Wireless Mikes
- Lavalier Microphone (up to 4)
- Mixer
- Sound System
- Digital Recorder
- Printers
- Laptops
- Technicians
- Podium with Microphone
- Internet Access

Other: _____

Organizer's Initials: _____

OTHER SERVICES AND FACILITIES

Other: _____

Date: ____ / ____ / 20____



General Secretariat of the Organization of American States

Agreement for the use of the GS/OAS buildings and facilities.

Form 582

SECTION II: General Terms and Conditions Governing the Management of Resources and Facilities for Events at Headquarters

These Terms and Conditions are annexed to, and an integral part of, the "Agreement for the Use of the Buildings and Facilities for Events at the Headquarters of the Organization of American States (OAS)", OAS Form 582. "GS/OAS" refers to the General Secretariat of the OAS. "Organizer" refers to the party requesting use of OAS facilities. The Organizer agrees to and shall comply with the following terms and conditions:

1. Prohibited Events, Activities, and Uses:

1.1- Political events barred by GS/OAS policies;

1.2- Private weddings and private religious ceremonies, and any other private event or activity that is incompatible with the character of the OAS as a public international organization;

1.3- Any event or activity that may, will or does cause the destruction, waste, abuse, or loss of the facilities or other property of the OAS and GS/OAS, and events or activities that exceed the maximum capacity of a facility;

1.2- Commercial advertising on the premises is prohibited. Organizer shall not post material or make alterations to the facilities without prior written authorization of the GS/OAS Secretariat for Administration and Finance or the Director of Protocol;

1.3- Use of the elevator in the Main Building for moving equipment, supplies and freight is prohibited;

1.4- Smoking is prohibited at all GS/OAS facilities at all times

2. Requirements for All Events, Activities, and Uses:

2.1- All food and beverages must be served by a licensed catering firm, and the provision of such items shall be coordinated with the GS/OAS dependency responsible for the facility being used. All catering equipment must be set up and taken away on the day of the event or activity. The catering firm will also provide the General Secretariat with a certificate of Liability insurance evidencing General Liability, and if serving alcoholic beverages, Liquor Liability Insurance. The insurance shall protect the Organizer, the Catering Firm and GS/OAS, and the GS/OAS shall be named as an additional insured.

As the GS/OAS deems necessary, the Caterer also shall provide evidence of their auto insurance and workers compensation insurance. The limit of the insurance shall be subject to the requirements and approval of the GS/OAS.

2.2- Facilities may not be used past 12 a.m. (midnight) on weekdays, nor past 1 a.m. on weekends or official holidays recognized in Washington, D.C.

2.3- Fees for use of the facilities shall be paid in advance by the Organizer. Fees for additional costs associated with the event shall be paid within 15 days of Organizer's receipt of invoice with payment remitted to the Office of Financial Services, General Secretariat of the Organization of American States, 1889 F Street, NW, Washington D.C. 20006.

2.4- Prior to any event or activity, the Organizer shall provide the GS/OAS with a certificate of insurance evidencing that the Organizer has purchased General Liability Insurance to protect both the Organizer and the GS/OAS for any claims or losses sustained during the event. The General Secretariat of the Organization of American States shall be named as an insured party on the certificate of insurance. The limit of the insurances shall be subject to the satisfaction and approval of the GS/OAS. As necessary, in addition,, the Organizer also shall provide evidence of their auto insurance and workers compensation insurance.

2.5- The Organizer shall accept full liability for any damages that occur during the event or activity at the OAS facilities. The Organizer shall indemnify the OAS and the GS/OAS and hold them harmless from any liabilities arising from Organizer's use of OAS facilities and equipments. Organizer assumes responsibility for any and all liability resulting from personal injury to the Organizer and its guests, or for other persons using the facilities or equipments during the event or activity, as well as for any damages or loss of OAS or GS/OAS property. Organizer shall promptly indemnify GS/OAS and hold it harmless for all costs and liabilities that GS/OAS incurs and reasonably pays in relation with Organizer's event or activity.

2.6- The Organizer shall ensure that all security protocols and directives of the General Secretariat are followed by all persons present at the behest of the Organizer, including invited guests as well as Organizer's caterers, contractors, employees, volunteers, entertainers, and others. The following security rules are mandatory: a) The use of magnetometers. b) One additional security officer, per each 100 invitees, will be assigned and charged to the Organizer. c) The Organizer shall follow any additional security recommendations or directives from the Member State security detail in coordination with OAS Security. d) The Organizer shall assign the personnel needed at its own expense to ensure all guests are identified and that no uninvited persons enter the event. Therefore, Organizer shall ensure: (1) All invited guest will show an invitation. (2) All invited guests will be checked off at a registration table, or (3) If invitations were not issued or a registration table is unavailable, the Organizer must assign greeters to identify all invited guests. GS/OAS reserves the right to remove any individual at any event or activity who is not properly identified or who fails to observe security protocols.

2.7- The GS/OAS may require a security deposit (separate charge) from the Organizer in order defray any cost associated with the cancellation of the event, the cost of repairing any damage caused by Organizer's use of the OAS facilities, and any other cost resulting from the event.

3. Right of Entry & Cancellation:

3.1- GS/OAS reserves the right to enter at any time the areas being used for an event or activity in order to make any necessary repairs, or to ensure compliance with all applicable rules, Terms and Conditions for facilities usage. In the event of an unforeseen emergency or crisis (force majeure), GS/OAS shall attempt to give 24 hours notice of cancellation; however, GS/OAS reserves the right to deny the use of facilities at any time, and for any reason, including the violation of these Terms and Conditions.

4. Estimated Cost

4.1- Prior to any approval of application for use GS/OAS facilities, the applicant must acknowledge and accept the cost estimate from GS/OAS.

4.2- The estimated cost is the amount of \$ _____. The Organizer agrees to pay any additional cost upon presentation of an invoice for those costs.

ORGANIZER

I warrant that I am duly authorized to agree to these Terms and Conditions on behalf of Organizer:

Signature: _____ on behalf of User: _____

Title: _____ Date: _____

GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES

Signature: _____

Title: _____ Date: _____